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Approved For Release 2000/08/09 : CIA-RDP86-00244R000300410002-7

8 MAY 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Building Planning Staff

1. This memorandum is for your information only.

25X1A9a 2. The Building Planning Staff, recently established in the Office of Logistics, now has two Office of Logistics-assigned staff employees--an engineer, [REDACTED] 25X1A9a and a general duty staff officer, [REDACTED] 25X1A9a They are currently engaged in basic data development for a master plan to effect maximum consolidation of Agency departmental personnel and physical assets at the Langley Headquarters site by 1980.

3. Basic planning data in regard to Agency space, personnel, legislative considerations, site drawings, etc., are currently being researched, developed, and/or compiled. The definitive development of the Building Planning Staff's mission, together with a planned course of procedure and estimated time schedule, is also in process.

4. Office space to accommodate the Building Planning Staff has been designated on the tenth floor of the Ames Center Building. The necessary reconfiguration work to this space is underway.

25X1A9a 5. As soon as the aforementioned space is completed, it is planned to assign [REDACTED] of the Office of Logistics as the architect member of the Building Planning Staff. Space will also be made available to accommodate [REDACTED] 25X1A9a [REDACTED], designee representatives of the Offices of Security and Communications respectively.

25X1A9a 6. [REDACTED], Associate General Counsel, Office of Logistics, will assist the Building Planning Staff as the Office of General Counsel's contact designee. It now appears advisable to seek a contact designee from the Office of Planning, Programming, and Budgeting. Your assistance in this respect would be appreciated. At some future time the Building Planning Staff will be seeking additional contact designees from the Directorates of Intelligence, Plans, and Science and Technology. Thus, the nucleus of a "steering committee" needed for the definitive development of a master plan would be formed.

GROUP 1

Excluded from automatic

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7. When a Chief for the Building Planning Staff is designated, we feel that the importance of a preliminary briefing of the entire complement by you stressing the magnitude and complexity of the objectives and mission of the planning task being undertaken cannot be overstressed. It is most important that the Building Planning Staff proceed, especially during the formulative stages, with active, dynamic, and positive direction to assure successful continuity of action.

Signed: George E. Meloon

**George E. Meloon**  
**Director of Logistics**

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